

FORM C-2**City of Scottsdale**

Development Services Division (480) 312-2500

Tax Audit Division (480) 312-2400

One Civic Center

7447 E. Indian School Road

Scottsdale, AZ 85251

Building Permit #	
Owner's Name	
Owner's Address	
Phone	
Job Address	
Book/Map/Parcel	
Lot Number	
Legal Description	

Owner/Builder's List of Contractors					
Contractor	Name	Address	Total Paid	Scottsdale Privilege Tax Number	State Contractor License No.
General Contractor					
Structural (B-2)					
Electrical (C-11)					
Plumbing (C-37)					
Mechanical (C-39)					
Grading Excavation					
Cement/Concrete					
Sewer Drains					
Framing					
Roofing					
Sheet Metal					
Fireplace					
Insulation					
Lathing					
Plastering					
Glass					
Painting					
Cabinets					
Linoleum					
Flooring Wood					
Carpeting/Tile					
Doors/Garage					
Masonry Blk Walls					
Interior Decor					
Sprinklers					
Landscaping					
Paving					

This form must be completed and submitted five days prior to final inspection

CITY OF SCOTTSDALE
PRIVILEGE TAX NOTIFICATION

Plan Check # _____

Building Permit # _____

The purpose of this document is to inform you about your City of Scottsdale privilege tax responsibilities that will result from your project. There are significant differences between commercial projects and residential projects; substantial taxes can accrue during the construction phase and additional taxes may be due when the property is sold. If the property is rented, privilege tax will also apply on the rental activity.

The owner, or authorized agent of the owner, should complete and submit to the City of Scottsdale the attached form, "Owner-Builder Declaration". This form is used to document the owner's intention regarding whether the property is being built for the owner's use with no intent to sell, or to indicate if the property is being constructed for sale.

Generally, if the property is constructed for an owner's use, the privilege tax on the project will be paid by the contractors performing work for the owner. In this case, Form C-2 would be completed and submitted to the City of Scottsdale near the completion of the job. This schedule lists the various contractors, the amounts they were paid and applicable tax license information. Failure to provide the C-2 may delay your final inspection.

If the owner sells the improved real property, additional tax may be due even though the "Owner-Builder Declaration" indicated the owner's intent was not to sell the property.

- Commercial property, which is offered for sale within twenty-four (24) months after it is substantially complete, will generally result in additional tax due. The tax is calculated on the gross escrow selling price, less applicable deductions and credits for taxes paid by contractors listed on the C-2 form.
- Residential property, including custom, model and inventory homes and improved residential or commercial lots, is subject to tax at anytime regardless of the stage of completion. Essentially, if you are in the business of selling homes or lots, the sale is taxed when the home is sold.
- The code provides for an exemption for a bona fide non-business sale of a family residence. To qualify for this exemption, all of the criteria below must be met:
 - The home must have actually been used as the principal place of family residence for the six months prior to the offer for sale. If the home were listed for sale prior to being lived in for six months, the exemption would not apply.
 - The seller could not have sold more than two (2) residences in the thirty-six (36) months prior to the offer for sale.
 - The owner must be an individual and no other entity. A property owned by a corporation, LLC, partnership, joint venture or other association would not qualify.

The information above is taken from the Scottsdale Revised City Code, Appendix C and related regulations. In case of inconsistency or omission, the language of the Tax Code will prevail. A copy of the tax code or additional information can be obtained by contacting the city's tax section at (480) 312-2400.

By signing below, I the owner, or authorized agent, acknowledge that I have read and understand the above information regarding the tax implications of the project.

Signed by: _____

Print Name: _____

Title: _____

Owner-Builder Declaration

City of Scottsdale
Development Services Division (480) 312-2500
Tax Audit Division (480) 312-2400

One Civic Center
7447 East Indian School Road #230
Scottsdale, Arizona 85251

Building Permit # _____ Plan Check # _____

Date: _____

Owner's Name _____

Owner' Address _____

Owner's Phone _____

Job Address _____

Subdivision _____

Book/Map/Parcel _____--_____
Lot Number _____

Commercial _____ or Residential _____

Scottsdale Privilege Tax Number _____

The following is provided so that I, acting in the capacity of an Owner-Builder may attest my having made an application to construct a structure at the above named address. I also make the following declaration at this time regarding my intention as an Owner-Builder as it relates to the City of Scottsdale privilege tax.

☐ I am an Owner-Builder who declares the following: I am improving the above named property for sale; and I will assume liability for tax on such construction activity; and I have a valid Scottsdale privilege tax license number. I will provide each contractor with a copy of this declaration.

☐ I am an Owner-Builder who declares the following: At this time, I do not intend on selling the improved real property described above. I understand that each Construction Contractor who works on the improvements related to the property above will be liable for privilege tax. I will provide a list (Form C-2) to the city showing all Construction Contractors, the amounts paid to each contractor, the address of each contractor and the City of Scottsdale privilege tax number for each contractor. I understand that such a listing is required prior to the completion of the project and that final inspections may be delayed if the requested information is not provided. I understand that the sale of the improved property may result in additional tax that will become my responsibility. Any taxes assessed against me may be offset with a credit for any tax amounts previously reported to the city by the listed construction contractors.

Applicant Signature _____ Date: _____
Print Name _____